

Why Hire a VA?

In present scenario, advancements in technology create opportunities for rationalizing the workforce for companies by implementing virtual assistance and back office support services.

Virtual Assistance Services can be said as an extension to your office. Employing specialists for various jobs and delivering quality services is what Outsourcing is all about. Administrative functions can be performed by an individual online that reduce the need of employing workforce in large numbers and huge spending on infrastructures. Thus, Innovation can be said as the propelling agent for VA services and back office support services.

Pyramid of Virtual Assistance

Virtual Assistance is a huge term in itself composed of various services. Basically, the pyramid of Virtual Assistance can be said to have three layers:

1. **Administrative Assistance:** Basic administrative services include assistance via phone, responding to customer e-mails, proofreading, etc.
2. **Professional Assistance:** Professional services include all those that require experience like bookkeeping etc.
3. **Technical Assistance:** Services like SEO, marketing, web designing, development, etc come under technical assistance.

What is a VA?

The concept of office assistance with the help of an executive or personal assistant was established long ago, the concept of Virtual Assistant is new.

Various definitions of a Virtual Assistant are as follows:

- An off-site secretarial service that assists businesses,
- A contractor providing administrative services via internet, fax, telephone etc.

Do you need a VA?

The following signs can help you identify whether you need a VA or not for your business:

- **Time Flies:** Scheduled appointments and events are often skipped because of running out of time,
- **Where to begin:** Several projects could be done, but you don't know from where to begin,

- **Lack of professional image:** You are not able to give a professional image to your documents,
- **Non-satisfied clients:** You are not able to deliver work that satisfies your clients,
- **Growing Business:** There is no support system to meet the growing demand.

Services a VA provides

Services provided by a VA can differ from person to person. The general services provided by a VA are:

- Word Processing,
- Administrative Support,
- Data Entry,
- Proofreading,
- Data Mining,
- Internet Research,
- Customer Support,
- Technical Support Services, etc.

Apart from all the above services, the Virtual Assistance Services of today

Advantages / Benefits of hiring a VA

In a scary economy, hiring a VA is smart economics. The benefits of hiring a VA include:

- Availability of the service when required,
- VA's are paid only for the time they spend on a particular task,
- Increase in productivity,
- No requirement of an office space,
- No training expenses for a Virtual Assistant,
- No equipment needs to be supplied,
- No claim for vacation or holidays,
- Assistance for everything in short duration of time,
- One can spend more time with family and friends,
- No problem even if you relocate,
- A VA helps you to succeed in business.

In a nutshell, it can be said that today, when the world is shrinking most of your work or tasks can be outsourced with the help of virtual assistants to cater to your needs in business. Virtual Assistance is becoming one of the hottest home based businesses across the globe because of the ease to start with low costs. Virtual Assistance is a unique way to make money online.